

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.



1.96-
Add Fm
Page 2

UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.

FIELD MEMORANDUM SCS-1145

Re: Training in the Soil
Conservation Service

March 11, 1952

TO ALL RANKING FIELD OFFICERS:

The Soil Conservation Service is dedicated to a national action program of helping farmers, ranchers, and landowners to plan and apply modern scientific soil and water conservation practices to their land. Modern soil and water conservation is the sound use of land and water together with appropriate treatment and control by proven measures needed to maintain our soil and water resources under sustained use. To carry out such a program requires a staff of highly skilled employees who are devoting their best efforts to this cause.

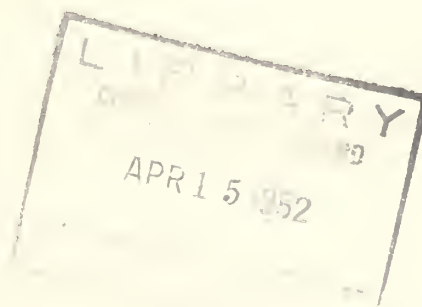
TRAINING OBJECTIVES

The basic objectives, therefore, of training in the Soil Conservation Service are:

1. To increase the overall efficiency of the Soil Conservation Service.
2. To develop a high degree of skill in all employees and to effectively use their skills in carrying out the job to which they are assigned.
3. To enable employees to grow and to accept greater responsibility as opportunities arise.

POLICY

To carry out these broad objectives the following policies will be adhered to as a Service-wide standard.



14-2-1

GENERAL

1. Systematic Training Provided

Systematic programs of training, using the most modern methods, are to be carried out at all levels for the purpose of preparing each individual employee to assume greater specific responsibility for the Service in a field he is qualified. The training program will be adapted to the individual needs of the employee and the needs of the Service to increase its efficiency and to establish reserves of qualified personnel for advancement under the Career program.

2. Supervisory Responsibility

Supervisors at all levels are responsible determining the need for, and developing a training program consistent with Service responsibilities and objectives with each employee that will fit his individual needs. They are also responsible for seeing that such planned training is properly carried out.

3. Employee Responsibility

Employees have a responsibility for developing their skills, abilities and attitudes through programs of self-improvement and efficiently participating in in-Service programs provided.

4. Training Officer

Training officers will give assistance in program development, counseling and guidance on effective training methods.

5. Training Committees

Training Committees at different levels of the Service will guide administrators in determining training needs and recommending appropriate action.

6. Records

Simple but adequate records on training given are to be kept as a basis for action during the career of each employee.

PRE-EMPLOYMENT TRAINING

The policy of the Service is to maintain a close relationship with appropriated colleges and universities and other primary sources of recruitment in connection with employment needs and educational requirements for entrance qualifications for work in the Service.

The State Conservationist, incident to his responsibilities for liaison with the appropriate colleges and universities in his state, will keep them informed of current recruitment needs.

Subject matter Division Chiefs in cooperation with State Conservationist work closely with subject matter specialists in appropriate colleges and universities to assist in incorporating appropriate soil conservation technical subject matter into the courses of study.

The Information Division in cooperation with State Conservationist will work with colleges and universities primarily in assisting to develop teaching material on soil conservation subjects that will train teachers and assist teachers in classroom discussions of soil conservation.

The Personnel Division works closely with State Conservationists, Division Chiefs, and others in advising on the personnel and training aspects involved in contacts with colleges and universities, to assure uniformity in accordance with needs and compliance with regulations.

NEW EMPLOYEES AND EMPLOYEES IN NEW JOBS

1. Orientation

All new employees are to be given a thorough orientation training course. This training course will be consistent with the standards of the Service. All employees transferred to a new location are to be properly oriented to their new position as soon after they arrive as possible.

2. Student Trainees

All student trainees are to be given intensive training as provided in national standards of the Service, so that they will be better prepared to assume their responsibility upon graduation from college.

3. Professional Employees

Entrance level professional employees are to be given intensive group basic training, and on-the-job training to fully prepare them for their responsibilities.

4. Subprofessional Employees

Subprofessional employees are to be given intensive group instruction together with on-the-job training to prepare them for full responsibility in their new positions.

5. Clerical and Stenographic Employees

Clerical and stenographic employees are to be given on-the-job instruction to prepare them to assume the full duties of their positions.

6. Supervisory and Administrative Employees

Training in supervisory and administrative functions is to be given adequate attention to meet current job performance needs.

ALL EMPLOYEES

7. Standards

Standards will be developed for all groups of jobs in the Service indicating the type and degree of knowledge and skill that is required to satisfactorily perform the functions.

Rolla M. Salter